girl scouts
of northern california

SERVICE UNIT TREASURER

PURPOSE	APPOINTED BY	TERM
Manage Service Unit funds and bank account. Assist troops with financial procedures.	Leader Support Manager	Two years Renewable

RESPONSIBILITIES	• Maintain service unit bank account in accordance with council guidelines and completes all financial transactions • Develop yearly service unit budget in collaboration with the service unit team • Responsible for the proper destruction of financial documents after a period of three years • Complete annual service unit financial report and turn into council by deadline • Follow the process and timeline for collection and review of Troop Financial Reports • Assist and support troop leaders/treasurers with financial inquires such as opening a troop bank account or the Troop Financial Report • Provide Troop Financial Report trainings and/or workshops as needed • Assist disbanding troop leaders according to the disbanding troop procedures • Attend service unit team and leader meetings as needed providing budget updates on a routine basis • Complete all position related training provided by the council
REQUIRED QUALIFICATIONS	• Registered & screened Girl Scout Volunteer, at least 18 years of age, who lives the values of the Girl Scout philosophy • Ability and desire to work with and serve people from diverse backgrounds • Adheres to council policies and ways of work • Able to maintain confidentiality when sensitive issues arise • Knowledgeable and versed on council financial policies as stated in *Volunteer Essentials* • Good oral, verbal and written communication – express ideas and facts clearly and accurately
DESIRED QUALIFICATIONS	• Adaptability – Adjust, modify own behavior and remain flexible and tolerant in response to changing situations and environments • Knowledgeable of Microsoft office including word and excel

APPOINTMENT

Your appointment to the above position begins on   and will continue to September 30, 20____

Service Unit	Printed Name	Signature	Date
Appointed by	Printed Name	Signature	Date

This position can be shared